



# STATEHOUSE OBSERVER

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## World Day on the Mall / Patriot Day Celebration

2002

July

August

September

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World Day on the Mall will be held on September 11, 2002, from 11:30 a.m. to 1:30 p.m. on Centennial Mall outside the State Office Building. This annual event celebrates the diverse cultures in the Nebraska and honors the daily contributions of Nebraska's State employees.

This year the event is combined with Patriot's Day, the official designation for September 11. This event is the culmination of a month-long remembrance of all those who perished on September 11 and acknowledgement of those who are battling the continuing war on terrorism. As Governor Johanns has remarked, "As we approach the one year anniversary of those horrible and cowardly attacks on our nation and our freedom, Nebraskans will be displaying their unity and patriotism."

Johanns has asked Nebraskans to display their flag or other patriotic colors at their homes and businesses during the month "as a sign of freedom and remembrance."

Corkey Ford of HHSS will MC the event. The Nebraska National Guard will present the colors. Governor Johanns will give the opening remarks.

Entertainment will be provided by Ex Animo (barbershop quartet), the Mexican Forklore Dancers, the Throwing Picassos, and the Plymouth Brass.

World Day on the Mall/Patriot Day will host a variety of food and information vendors from various cultures. Please call Emily Weddle at (402) 471-3678 or email at [eweddle@notes.state.ne.us](mailto:eweddle@notes.state.ne.us) with any questions or comments.

## Blood Drive

Governor Johanns is encouraging all Nebraska citizens who are physically able, to donate blood during the next few weeks as we lead up to the anniversary of the horrific tragedy that stuck our country September 11. "Giving blood is vitally important to ensuring the gift of life is available at times of tragedy and I urge all Nebraskans who are physically able to participate in this effort," Johanns said.



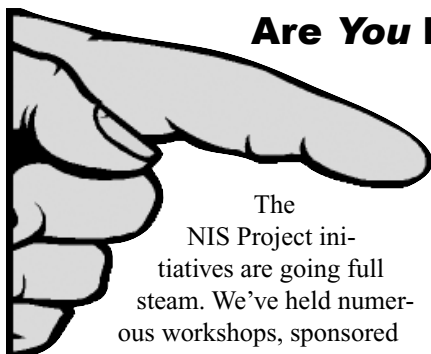
At the recent meeting of the Midwestern Governor's Conference, Governor Johanns encouraged his fellow governors to promote blood drives during this time as well.

The next State employee blood drive will be held at the new Community Blood Bank donation center the week of September 9-13. The week-long drive provides many opportunities and should accommodate a wide variety of schedules.

"As this one-year anniversary approaches, let's show the world that our patriotic spirit runs deep and that we will never forget the sacrifices of other Americans and people from other nations who lost their lives on that September day," Johanns said.

*For more information on the new donation center and schedule see page 12.*





## Are You Ready?

The NIS Project initiatives are going full steam. We've held numerous workshops, sponsored meetings, attended IIFs, and started Town Hall gatherings.

There is a web site (<http://www.das.state.ne.us/nis/>), updated daily, containing an FAQ section. We have a monthly newsletter. Many hours of work continue to be devoted to getting this project off the ground. For good or ill, folks, NIS is coming.

*Are you ready?*

Mark this down on your calendars: October 15, 2002. This is the "go-

live" date for the Human Resources portion of the NIS Project. What does this mean to all of us in State government? It means the end and the beginning. It is the end of how we currently perform HR functions. It is the end of fragmented systems created by different agencies. It is the end of information that cannot be disseminated easily.

What begins is a new opportunity. Employee Self Service opens up many new doors. People will now be able to access and update their employee information with the click of a mouse. Agencies will be able to obtain valuable information in seconds, where it used to take days. We are going to be able to communicate and share with one another in ways we've never been able to before.

There are those of you who do not think that this NIS juggernaut will affect you. *This is not true.* If you receive a paycheck, if you have benefits, if you do any kind of expense reimbursements, you will be directly affected by the changes. We will all benefit from the efficiencies gained by this new system, in terms of time and effort saved.

NIS affects us all and it is just around the corner. Now is the time to start asking questions: visit the web site, track down your agency representatives for this project. Testing of this system is underway and before you know it, implementation will be happening.

*Are you ready?*

If not...now is the time to get ready.

## Do you know me?? Can you hear me now??

Catch phrases by some clever ad agencies have annoyed us for years. But do you remember the product? If so, they were successful. The Nebraska Department of Aeronautics would like you to hear us and know us.

The Department of Aeronautics has, as one of its functions, the ability to provide air transportation for all state agencies. To provide this service, the Department operates four aircraft on a non-profit basis, passing the savings on to you. The aircraft are equipped for all-weather flying and are piloted by commercially-rated, highly-experienced pilots.

Special session cuts and other budget balancing tools will impact every agency. The Department of Aeronautics can help stretch your transportation dollars. Do you know that eight people can fly to Scottsbluff and return for about \$300 per person? That is based on a full airplane. The NDA doesn't fly full airplanes every trip. Just as airlines leave "profits" at the gate when the airplane is not full, the state loses a potential cost savings opportunity. It costs the same for one person to fly as it does for a full airplane.

There is a solution. It takes some new thinking. You need to look beyond just one agency's lines. We need to be flexible. How? If the state were compared to a large business, the "home office" would be in Lincoln. If one agency coordinated with another, we might be able to establish certain "meeting days" in different locations. Two or more agencies could split the cost of using the airplane. It will still cost about \$2400 (8 people X \$300) to fly to Scottsbluff, but if some inter-agency communication and coordination happened, those costs could be split between the using agencies. That can substantially stretch transportation dollars.

Do you know the state of Nebraska has more than 75 airports that can be used by our airplanes? The state aircraft are not limited to flying just in Nebraska. Airplanes are supposed to save time. Transportation time isn't only the time spent in the airplane. It is the time spent from when you leave the office until you get to your destination.

A Department of Aeronautics airplane can fly you round trip to any of the Denver airports in less time than it



will take you to go through security at your local airport. You have the added feature of knowing the passengers on the airplane. If the airplane is full, we will probably even beat the airline ticket price.

We have heard comments that it would be great to fly but it is too expensive. Not so. The economics of a full airplane will compete with automobile transportation on just about every trip when meals, motels, and wages are considered.

The Department of Aeronautics will do everything we can to accommodate your schedule and will be happy to answer any questions about costs, airplane availability, or flying time. Please call Soni at 471-2371.



## Assistive Technology Partnership

The Nebraska Assistive Technology Partnership, in association with IMServices, the Commission for the Blind and Visually Impaired, the Commission for the Deaf and Hard of Hearing, and the CIO's Office, presented the "Designing Accessible Technology for All Users" seminar on June 12. Topics revolved around information technology design that is compatible with disability technology and accessibility.

Doug Wakefield, Accessibility Specialist, from the U.S. Access Board, Washington, D.C. and Bruce Bailey, Assistive Technology Specialist, from the U.S. Department of Education-Office of the Chief Information Officer, Washington, D.C. were the main speakers.

Mr. Wakefield authored Section 508 Standards. Section 508 Standards require states to reach certain benchmarks of accessibility and compliance. The time line for the creation of the 508 Federal Mandate began in 1973 with the Congressional Rehabilitation Act, which granted access to buildings, services, and so on, to those with disabilities.

The next step occurred in 1986 when agency guidelines were created, but not mandated. Finally, in 1998, the Rehabilitation Act was amended making it necessary and enforceable for procurement and use of IT within Federal agencies to be accessible to those with disabilities. The law governing IT accessibility within state agencies in Nebraska is the Neb. Rev. Stat. Section 73-205, which requires a Technology Access Clause to be included in all purchasing contracts after January 1, 2001. The standards and guidelines can be found at: [http://www.nitc.state.ne.us/standards/accessibility/accessibility\\_standards.pdf](http://www.nitc.state.ne.us/standards/accessibility/accessibility_standards.pdf)



Steve Schafer, the CIO for the State of Nebraska spoke about LB352 Sec. 19, which charges the Chief Information Office, Nebraska Commission for the Blind and Visually Impaired, and the NITC with working with other agencies to create a technology access clause. Four actions were outlined. The first step was the implementation, which took

place in January 2001. The second step outlined the responsibilities and actions for all agencies. Third, guidelines were created mandating that standards must be made present in all contracts. Finally, the establishment of the expectation that there would be little or no physical changes to costs and functionality.



Don Medinger, of DAS-Materiel Division Administrator, discussed the acquisition of such technologies. Any purchase over \$5,000 must come into their office and any purchase over \$10,000 must have a competitive bid process. Christy Horn, the ADA/504 Compliance Officer for the University of Nebraska pointed out that employers cannot make a case for undue burden for costs associated with such technologies. The expense must filter up through the system. Ms. Horn also pointed out that the University has an Accommodation Resource Center that allows programmers to test a program in the development phase to insure it employs accommodating technology.

Mr. Bailey, guest speaker from the U.S. Department of Education, provided practical advice and answers on how to design access into information technology and information systems. Incorporating accessibility after the project is completed could be expensive and cost between 50-100% times as much as the original project. Incorporating accessibility from the beginning means only a 1-2% shift in price. Programmers need to include those with disabilities when doing usability testing.

Finally, NIS panel members spoke about the different issues facing NIS. The multiple issues associated with the 508 Standards were thoroughly explored and many questions were answered.

The Assistive Technology Partnership has a grant from the Regional Disability & Business Technical Assistance Center (DBTAC) to provide technical assistance to all state agencies on making electronic and information technology accessible. They are working to make state employees aware of what the requirements are and how to meet those requirements when designing accessible information technology.



# SuperVision Rolls Out

**SuperVision** ... a new program for supervisors (and others) in state agencies is now available.

**What?** SuperVision is a three day session for:

- new / first time supervisors
- supervisors seeking improvement
- team leaders
- people looking to advance

**Why?** Impact: Perhaps the most important factor in an employee's success, retention, and job satisfaction is their relationship with their supervisor. One of the keys to greater successes from our employees is improving the quality of our supervision / leadership.

**Imagine** ... a group of approximately 15 participants led by two facilitators, introducing and practicing integral supervisory tools (interaction, feedback, coaching, appreciation, etc.) ... balancing theory and reality ... highly interactive ... and allowing sufficient time for exploration and customization.

**The** • give supervisors choices in how they interact with their team  
**Mile-High** • better recognize their options and best choices  
**View** ... • expand their repertoire and recognize opportunities / obstacles

<b>When?</b>	August 27, 28, 29	(Tuesday, Wednesday, Thursday)	Nebraska Center / Lincoln
	September 17, 18, 19	(Tuesday, Wednesday, Thursday)	Nebraska Center / Lincoln
	October 1, 2, 3	(Tuesday, Wednesday, Thursday)	Nebraska Center / Lincoln

*(Or call us. We can set up special sessions devoted just to your agency.)*

**How** \$99 per person  
**Much?** for the 3 day session

**Who** for more information or to enroll  
**to** Sarah McCarter  
**Contact?** Nebraska State Personnel Office  
(402) 471-3053  
smccarte@notes.state.ne.us



National Management Association  
Nebraska State Management Chapter

## EXPO 2002: "Setting New Horizons for Leadership"

Thursday, October 3rd, 2002  
Nebraska State Capitol

For detailed information about speakers and their topics, or for another registration form please visit the Nebraska State/Government Management Web site: <http://www.nol.org/home/NMA/>

8:00 a.m. - Rotunda .....Registration  
8:30 a.m. - Warner Chamber. Welcome/Introductions- Bruce Hunzeker, Chapter President  
8:40 a.m. - Warner Chamber.....Keynote - Mark LeBaron  
9:40 a.m. - Room 1023.....Break

10:00 a.m.- Workshops:

A. Sara Boatman.....Leadership in the New Millennium  
B. Gerri Tucker-Hepp ..... Employees as Caregivers  
C. Jose Soto .....Supervising Across Racial/Culture/Ethnic Differences

11:15 a.m. -Lunch break (on your own)

12:30 p.m.- Warner Chamber..... Keynote - Rod Bates

1:30 p.m.- Workshops:

D. Jay Rohman .....Leading People through Change  
E. Jane Weddle..... Coaching with Confidence  
F. Best Care EAP..... Communication

2:30 p.m.- Room 1023.....Break

2:50 p.m.- Warner Chamber.....Mgr of Year & Team of Year Awards- Gov. Johanns

4:00 p.m.- Reception .....Hruska Law Center - 635 S 14th St.

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Please cut here and return your registration to Kay McKay, NIS - Inventory  
233 South 10th Street, Suite 101  
Lincoln NE 68508  
or e-mail your selection to: [kmckay@dor.state.ne.us](mailto:kmckay@dor.state.ne.us)

Name \_\_\_\_\_ email: \_\_\_\_\_

Agency/Division \_\_\_\_\_

**10:00 a.m. Workshops**

☐ A. Leadership in the New Millennium  
☐ B. Employees as Caregivers  
☐ C. Supv. with Differences

**1:30 p.m. Workshops**

☐ D. Leading People through Change  
☐ E. Coaching with Confidence  
☐ F. Communication

Please identify a first and second choice in each concurrent session.

**No Registration Fee - Pre-registration preferred by Sept. 20, 2002**

\*\*\* Please circle the identifying letter of the workshop when requesting an Interpreter for the Hearing Impaired.



# State of Nebraska Employee Honored

By Emily Weddle

Shirley Lafreniere was born in New York. She lived, worked and raised a family in New York. She moved to Nebraska 20 years ago and has been employed with the State of Nebraska Health and Human Services Systems for the last 18 years.

Shirley Lafreniere will have her quilt block in The World Trade Center / Pentagon / PA Memorial quilt. This quilt is being assembled in remembrance of those who lost their lives in the September 11 tragedy.

So how did Shirley find out the details about The World Trade Center/ Pentagon/ PA Memorial quilt and need for quilt blocks? It was Shirley's 87 year old mother who found out about the request for donated quilt blocks to be used for the Memorial quilt while surfing the internet. With the deadline for entries a week away, Shirley locked herself away for a weekend and worked on the quilt block.

There were certain requirements for completing the block: it had to be red, white and blue with a white background, have a star motif, and be of certain dimensions. Shirley worried about completing the project by the deadline especially with all the requirements, oh and did I mention

that Shirley was constructing the block by hand. Shirley completed the block in time, mailed it and waited to see if her block would be chosen to be included in the main quilt.

With Over 19,000 quilt blocks donated, only 3000 blocks were to be used in the main quilt. The remaining quilt blocks will be used to make quilts to donate to those in need. Shirley checked the web site occasionally to see if her block would be chosen; imagine her surprise when she saw her name listed on the web site. Shirley said she had a whole range of emotions when she saw her name. She felt proud, excited and humbled, along with a deep sadness for those whose lives will be forever changed by this tragic event.

I had the opportunity to sit down with Shirley to get the information to write this story and I am so happy that Shirley wanted to share her story. So often in the news it seems harder and harder to find that story that gives you a warm fuzzy. In my opinion this is one of those stories. Thank you Shirley and Congratulations!



## Suggestion System

Congratulations to those submitting these winning ideas to the Suggestion System:

- 302** Jan. J. Bahm, Health and Human Services Systems. Establish a committee to review training based on "designated standards and criteria for continuing education in nursing." Awarded \$290 and a Certificate of Appreciation by Department of Corrections. - *approved 7/16/01*
- 361** Ann Marie Noel, Department of Revenue. When doing certified mail, use a return receipt request only when the green card is absolutely necessary for the file, thereby saving the state \$1.25 per certified document. Awarded \$1,183.50 and Certificate of Appreciation by Department of Revenue. - *approved 7/16/01*
- 389** Dee A. Walton, Health and Human Services System. Central office mail packets of information directly to personal care aid provider, rather to local office to mail on. Awarded \$289.90 and Certificate of Appreciation by Health and Human Services Systems. - *approved 7/16/01*
- 399** Geri A. Rutledge, Lonnie W. Shoup, Allyson D. Volzke, Brandee R. Hoffman, Margaret Snyder, Health and Human Services System. Consolidate resources and pool the staff to service all youth on one day with the Lincoln Income Maintenance Workers traveling out to the area. Awarded \$32.63 and a Certificate of Appreciation to each suggester by Health and Human Services Systems. - *approved 7/16/01*
- 382** Lee J. Carr, Health and Human Services System. At BSDC install updated tile on floor that is non-slick safety tile or mats, install better heating system. Not implemented; however awarded a Certificate of Appreciation by Health and Human Services System. - *approved 7/16/01*
- 408** Keith L. Hurley, Game and Parks Commission. Install DSL access at work location separate from main office. Awarded \$88.80 and a Certificate of Appreciation by Game and Parks Commission. - *approved 10/16/01*
- 410** Steve A. Krueger, Andrew L. Worster, Virgil W. Parry, Nebraska State Patrol. Relocate air conditioner from previous shop to new shop location. Awarded \$25.00 and a Certificate of Appreciation to each suggester by Nebraska State Patrol. - *approved 10/15/01*
- 434** Kendra L. Crosby, Nebraska State Patrol. Reduction of services by Uniserve to bi-weekly. Not implemented, but awarded \$25.00 and a Certificate of Appreciation by Nebraska State Patrol. - *approved 1/28/02*
- State Suggestion System forms are available from your agency's personnel contact or directly from DAS-State Personnel. An online form is available at:*  
<http://www.wrk4neb.org/idea/>.



## Governor's Employee Summit on Efficiency - *Date Change*

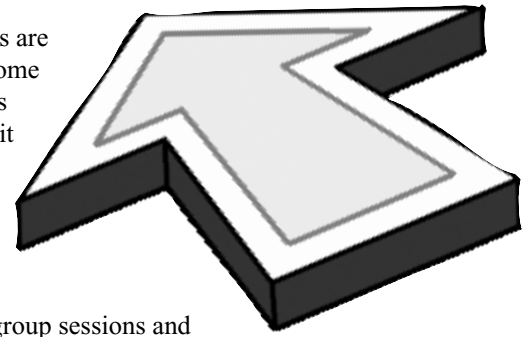
The date of this year's Summit has been moved to October 4. The fourth annual Governor's Employee Summit on Efficiency will be hosted at the Governor's Residence. Employees from all over the state will have the opportunity to discuss ideas and share them directly with the Governor during this event. The annual event is an exciting, high-energy event for the participants.

Governor Johanns will spend the morning listening to employee ideas for improvements that will create cost savings, efficiencies, and generate revenue. This type of feedback is more important than ever as we face our current budget crunch.

Members of the Governor's Cabinet select participants from frontline employees—those who know best what is going on in State Government. The Governor wants to hear what these employees think can be done to improve operations and overall taxpayer satisfaction.

Participants are asked to spend some time in the weeks before the summit gathering ideas from co-workers. During the Summit itself, the ideas are discussed in small group sessions and further refined.

Logistics for the events are handled through DAS-State Personnel. If you have any questions please contact Keri Nicholson at 471-4112 or [knichol@notes.state.ne.us](mailto:knichol@notes.state.ne.us).



### IIF

(Interactive Informational Forum)

The August IIF hosted information on two key issues that will effect many state employees in the upcoming month. The Military Department gave an overview of the Uniform Services Employment and Re-employment Act, (USERA). This act provides employment protections for staff who volunteer for or who are called into active duty in the military. The law also protects employees engaged in annual maneuvers and weekend duty.

Retirement Systems reported on legislated changes to the current State Retirement Program. In the near future, employees will be asked to choose whether to stay with the current defined contribution plan or move to the new cash balance benefit plan. Details will be distributed to employees soon.

The next IIF will be held:  
Wednesday, October 16, 2002

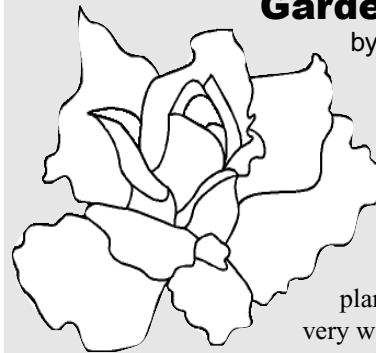
Lancaster County Extension  
444 Cherrycreek Rd  
Lincoln NE 68524

These meetings are a chance for Human Resource professionals to share new ideas and encourage others. For information on upcoming events: <http://www.das.state.ne.us/personnel/nkn/>

### Gardening Club

by Jennifer Johnson

The Revenue Volunteer Gardening Club would like to thank everyone for their generosity. All the flowers bed were planted and are doing very well. A special thank you to Williams Nursery for donating the grass at the last minute. Funds received will be used for replacement plants, fertilizer, and spring blooming bulbs.



### Save the Date for the Winter Party

This year marks the sixth anniversary of the Winter State Employee Party. The event will be held December 6 at Ag Hall on the State Fair Grounds. The band, Gigglesbox, and DJ Craig Espinoza will provide music. A sandwich and salad buffet will be catered, and door prizes will be given away each hour.

Tickets may be purchased for adult family members and friends. Guests do not have to be a state employee, but all guests must purchase a ticket by Dec. 2. No tickets will be sold at the door.

If you would like to help sell tickets or distribute posters in your building, please contact Sheri Irwin at 471-2505 or Donna Hicks at 471-6620. It takes many volunteers to make this event happen, please call if interested.



## Contest Announced For White House Egg Display

One Nebraska artist will have his or her work on display at the White House next year as part of the 2003 White House Easter Egg Display. The winner of Nebraska's egg artistry contest, sponsored by the Nebraska Department of Agriculture's Poultry and Egg Division, will represent Nebraska in that display.

Decorated eggs must depict one or more special feature(s) of Nebraska. In previous years, artists have adorned eggs with landscapes, state symbols, beads, feathers, and various other designs representative of Nebraska. Entries for this year's contest are due August 22, 2002. Entries will be on display for public viewing and judging at the University of Nebraska State Museum (Morrill Hall) on the UNL City Campus (14th & U Streets) in Lincoln, Nebraska, September 24 - September 30, 2002.

Only Nebraska residents, including previous winning artists, are eligible. Both amateur and professional artists are encouraged to participate.

*Contestants must contact the Poultry and Egg Division at the address below to enter the contest and receive specific contest criteria.*

Mary Torell  
Nebraska Department of Agriculture  
Poultry and Egg Division  
PO Box 830908  
Lincoln, NE 68583  
(402) 472-0752  
E-mail: [mtorell2@unl.edu](mailto:mtorell2@unl.edu)



## NEBRASKAland Magazine Special Offer for State Employees

Subscribe now for only \$14 and get *"Fishing"* from NEBRASKAland FREE!

10 issues for only \$14,  
you save \$2.00!



**NEBRASKAland Magazine** takes you where the action is, with stories about fishing, hunting, outdoor recreation, wildlife and the breathtaking photos that have made the magazine famous. Now, with this special offer, State Employees can subscribe to **NEBRASKAland** for just \$14 for one year (10 issues) and get this handsome, 116-page special issue **FREE**. *Fishing from NEBRASKAland* is an essential guide for every angler who wets a line in Nebraska waters. **Don't miss out on this great offer, order today!**

FREE with your subscription!



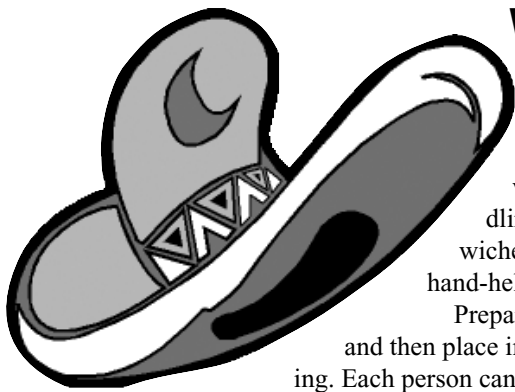
Subscribe now and you'll also get the new Aug/Sept  
2002 NEBRASKAland special issue on Lewis and Clark!

View NEBRASKAland and subscribe online at [outdoornebraska.org](http://outdoornebraska.org)

**Call 800-NEB-LAND (632-5263) and order today!**  
Nebraska Game and Parks Commission







## Wrap It Up

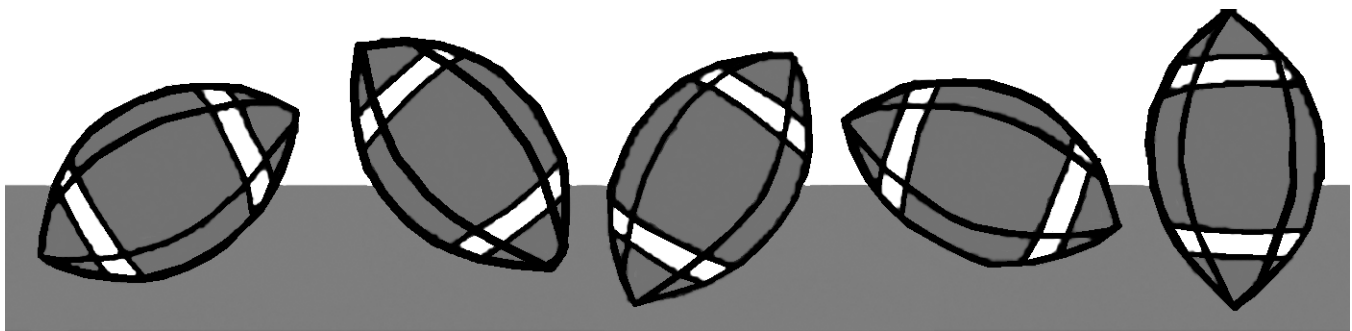
From coast to coast, wraps are a favorite sandwich. A wrap is a tortilla stuffed full of different sandwich fillings and then wrapped burrito style for easy handling. Wraps are the perfect sandwiches for a tailgate party as they are hand-held and don't require any silverware.

Prepare the filling for the wraps at home and then place in plastic containers for easy traveling. Each person can assemble his or her own wrap for a quick and easy tailgate meal. Why not try a Veggie Egg

Wrap, a Turkey Caesar Wrap, or a Turkey Ham Tortilla.

Other favorite tailgate dishes are potato salad or deviled eggs. An easy way to prepare deviled eggs is to put the hard-cooked egg whites in a Ziploc bag and the yolk mixture in another baggy. Transport on ice and then assemble at the party. Simply cut a corner off of the baggy containing the yolk mixture, and pipe into the whites. Viola! You have some great deviled eggs, with little effort and minimal clean up.

For additional nutrition information related to food safety, or to obtain free egg and turkey recipes, please contact Mary Torell, Public Information Officer, Nebraska Department of Agriculture, Poultry & Egg Division at: [mtorell2@unl.edu](mailto:mtorell2@unl.edu); or call 402-472-0752.



## Score a Touchdown for Food Safety

Fall is just around the corner and that means it's football season! It's the time of year when loyal fans gather to cheer their teams on to victory, and tailgate parties are part of the weekend ritual, especially for those Big Red Husker fans!

Tailgate parties are the perfect way to gather together with family and friends before a big game. The parties range from simple picnic style lunches to elaborate meals cooked on a grill in the parking lot. But, no matter what type of tailgate party you have planned, food safety needs to be a concern, especially when transporting food. September is Food Safety Month, and there's no better way to tackle the issue of food safety than by remembering a few of the basics.

- Always wash hands thoroughly with soap and hot water, then rinse before beginning any food preparation.
- Hands should be washed and rinsed again, along with all utensils, equipment, and counter tops that have been in contact with any raw food before preparing other foods. Food safety experts advise that so many illnesses could be eliminated if people just wash their hands.

- Plan an interception against food borne illness by keeping cold foods cold, and hot foods hot during a tailgate party.
- Thoroughly chill foods, and then place in cooler with plenty of ice or commercial coolant.
- Keep cooler lids on to retain cold air; avoid opening repeatedly.
- Score a touchdown for food safety by never leaving dishes at room temperature more than two hours, including preparation and service.
- Promptly refrigerate or place items in a cooler once they have been served.
- When going to a tailgate party, why not bring an extra cooler filled with ice and use it to place perishable items for serving.

Bacteria need food, moisture, a favorable temperature and time for growth. Under ideal conditions, their numbers can double every 20 minutes. By following the safe food handling practices, bacteria doesn't have a chance to grow. Remember, the best defense is a good offense!





## State Recycling News

### ***Attention all Lincoln State Office Locations!***

*Did you know our recycling program now accepts newspapers and magazines?*

The State of Nebraska Recycling Office is still finding many state offices throughout Lincoln throwing away materials that are now acceptable to recycling. Please sort material within Lincoln state office locations accordingly;

Don't forget to spread the word!

#### **Acceptable**

Printing & Writing Paper  
Newspapers  
Magazines  
Copy Paper  
NCR Paper  
Envelopes (With/Without Windows)  
Junk Mail  
Brochures  
Sticky Notes  
Staples & Paper Clips OK

#### **Not Acceptable**

Black Carbon Paper  
Cardboard\*  
Hard Bound Books\*  
Telephone Directories\*  
Metal\*  
Glass\*  
Plastic\*  
Wet or Dirty Paper

### **Free Desk Side Recycling Containers**

Available to all State of Nebraska employees within Lincoln and state contracted areas.

- 8.5" x 11" x 16"
- Cardboard
- Handles

To request free desk-side recycling containers or to find out if your area is under state contract, contact the state of Nebraska recycling office at (402) 471-2431 or e-mail [cwink@notes.state.ne.us](mailto:cwink@notes.state.ne.us)

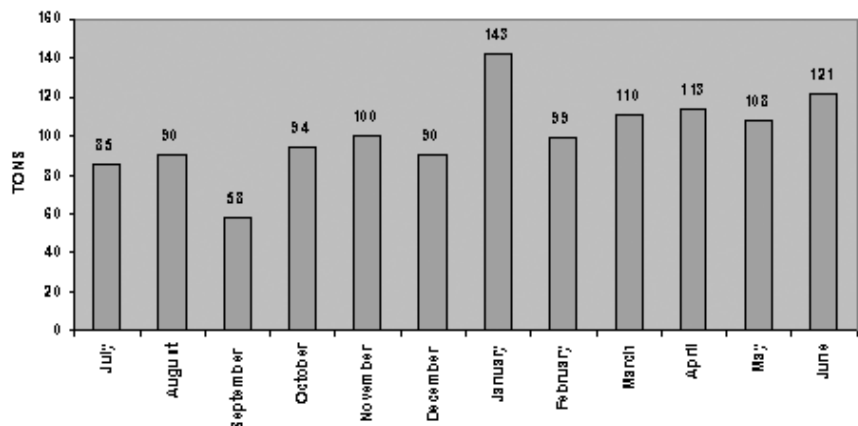
*\*Materials are acceptable to recycling, but not acceptable in Recycling Desk-Side Containers. Contact State Recycling Office for details.*

In July of 2001, a goal of 1,000 tons was set by the State of Nebraska Recycling Office for fiscal year 2002 recycling efforts. Early on the targeted 83.3 tons per month appeared challenging, based on the previous fiscal year monthly average of 71 tons. After an upsetting September, the monthly tonnage started to rise, consistently exceeding monthly goals by double digits. Our 1,000 ton goal was met in May 2002 and exceeded in June by towering figures. The fiscal year 2002 goal of 1,000 tons was met and surpassed by over 200 tons.

The State of Nebraska Recycling Office is thrilled with these efforts and equally excited about fiscal year 2003. We want to thank all who participate and promote in recycling. Without recycling volunteers and willing individuals who take the time to recycle, there would be no success. If you are interested in joining the State of Nebraska Recycling Team to receive monthly recycling updates, as well as state recycling news, check with your supervisor, then call or write to:

State of Nebraska Recycling  
(402) 471-2431 or (402) 471-9162  
[cwink@notes.state.ne.us](mailto:cwink@notes.state.ne.us) / [bmaahs@notes.state.ne.us](mailto:bmaahs@notes.state.ne.us)

**Nebraska State Recycling Efforts FY2002**





## Statewide Safety Committee

### Mission

*"To promote a safe and healthy work environment for all Nebraska state employees"*

The Workers' Compensation reform Act of 1993 (LB 757) required all employers, including the state of Nebraska, to create safety committees. The Act stipulated that each committee would

be created with equal representation from labor and management. The committee established by the state to meet this requirement is called the Statewide Safety Committee.

The committee adopted its mission statement; "To promote a safe and healthy work environment for all Nebraska state employees." The committee meets monthly in the State Office Building in Lincoln. The committee members encourage state employees to make recommendations and suggestions that will assist in accomplishing the group's mission.

Who has the ultimate responsibility in assuring that you work safely? YOU!!! The Statewide Safety Committee wants your input on how to ensure that state employees work in the safest possible manner. Workplace safety is the responsibility of each individual and each agency. To promote workplace safety, the Statewide Safety Committee needs input from all agencies.

How can you contribute to a safe and healthy workplace? Ask your manager, supervisor, union steward, or agency head about safety procedures in your workplace. Find out who to contact in your agency on issues of workplace safety and health. Contact your agency safety committee or the Statewide Safety Committee with your ideas and suggestions.

The name of any employee who submits a safety or health recommendation to the Statewide Safety Committee prior to the end of this year will be placed in a drawing to win a safety prize package. The package includes a pair of stylish safety glasses and other safety-related products. To submit your recommendations, or to report any concerns, contact either:

Dawn Kowal  
Nebraska Workforce Development  
5404 Cedar Street, 3rd Floor  
Omaha, NE 68106  
(402) 595-3171  
1-800-627-3611

Mike Samuelson  
DAS/SBD  
3000 Lincoln, Dock 2  
Beatrice, NE 68310  
(402)223-7541



## Buying Green

What can we do for the environment when we are looking at purchasing a new item?

First, obvious age-old issues such as "Do I really need this?" and "Should I buy used or rent instead of purchase?" need to be

resolved. Today, there is less and less of a price difference between "green" or environmentally friendly products and those products that are not as environmentally friendly, so some of the financial considerations that may have prevented you from purchasing "green" items or products 10 years ago have disappeared. Many businesses, corporations and government entities have started "green" purchasing programs, and this trend will continue.

Second, look for items that can be recycled or reused, or that are made with recycled products. While recycling has grown in general, recycling of specific materials has grown even more drastically: 42 percent of all paper, 40 percent of

all plastic soft drink bottles, 55 percent of all aluminum beer and soft drink cans, 57 percent of all steel packaging, and 52 percent of all major appliances are now recycled.

Finally, for what seems like a long time, there has been a program called the ENERGY STAR program. This program puts labels on all sorts of products that are energy efficient. Look for these labels when you buy things. In 2000 alone, ENERGY STAR helped save enough energy to power 10 million homes and reduced pollution equivalent to taking 10 million cars off the road. ENERGY STAR includes over 30 kinds of energy-efficient products, including: stereos, phones, refrigerators, air conditioners, computers, TVs, VCRs and light bulbs. Even buildings, if they save enough energy and use the right equipment, can become ENERGY STAR buildings. For more information on this cool program, check out the EPA web site at [www.epa.gov](http://www.epa.gov). For additional Pollution Prevention information, go to the DEQ web site at [www.deq.state.ne.us](http://www.deq.state.ne.us) and select Programs/Environmental Assistance Program/Pollution Prevention Program.



## Something New with Blood Drives

The Community Blood Bank is opening a new Center in the downtown area. This will allow us greater flexibility in scheduling our State Employee drives. We will have a full week allotted to us, giving employees a variety of time slots to make their donations. The current plan is to start offering drives on a quarterly basis rather than our current twice a year. The new center is located about two block northeast of the state office building.



Fall Blood Drive: the week of September 9  
 New Location: 131 South 13th Street.  
 Appointments may be scheduled every 15 minutes:  
 Monday..... 6:30 a.m. to 2:30 p.m.  
 Tuesday..... 6:30 a.m. to 2:30 p.m.  
 Wednesday 6:30 a.m. to 2:30 p.m.  
 Thursday . 10:00 a.m. to 5:45 p.m.  
 Friday ..... 6:30 a.m. to 11:30 a.m.

To make an appointment contact Keri Nicholson at 471-4112 or knichol@notes.state.ne.us. Sign up sheets will also be available at the information booth in the State Office Building.

Other donation sites in Lincoln are 100 N. 84th, 2917 Pine Lake Rd., and 30th and O. If you would like information on these sites or donation sites throughout the state, please call Keri.

### DAS-State Personnel links

State Personnel has a wealth of information online for use by employees and agencies. Make the internet your first stop when seeking information.

#### Employee Information

- **Benefits Information and Forms:**  
<http://www.das.state.ne.us/personnel/benefits/>
- **State Holiday Schedule**  
<http://www.das.state.ne.us/personnel/holidayschedule.htm>
- **State Suggestion System** (online form)  
<http://www.wrk4neb.org/idea/>
- **Training Opportunities**  
<http://www.das.state.ne.us/personnel/nkn/>

#### Newsletters

- **Affirmative Action Quarterly**  
[http://www.das.state.ne.us/personnel/aa\\_newsletters.htm](http://www.das.state.ne.us/personnel/aa_newsletters.htm)
- **Statehouse Observer**  
<http://www.das.state.ne.us/personnel/observer.htm>

#### Job Hunting

- **Apply for State jobs online:**  
<https://www.wrk4neb.org/jobapp/>
- **Current vacancies**  
<http://www.das.state.ne.us/personnel/nejobs/per.htm>

#### Classification

- **Job Specifications**  
<http://www.das.state.ne.us/emprel/JobSpecs/>
- **Nebraska Classified System Personnel Rules**  
<http://das.nol.org/personnel/nerules/>

## Mark Your Calendar!

### September

- 2 Labor Day  
*State Holiday*
- 11 World Day on the Mall / Patriot Day

### October is **Employee Recognition Month**

- 2 NMA Expo 2002
- 3 *Norfolk* Recognition Ceremony
- 4 **Governor's Employee Summit on Efficiency**
- 9 *Omaha* Recognition Ceremony
- 10 *Grand Island* Recognition Ceremony
- 13 Columbus Day  
*State Holiday*
- 15 **NIS - HR "Go Live"**  
*Beatrice* Recognition Ceremony
- 16 IIF (Interactive Informational Forum)
- 17 *North Platte* Recognition Ceremony  
*Scottsbluff* Recognition Ceremony
- 22 Employee of the Year - Supervisor/  
 Manager of the Year Ceremony
- 24 *Lincoln* Recognition Ceremonies

### November

- 11 Veterans Day  
*State Holiday*
- 28 Thanksgiving Day  
*State Holiday*
- 29 Day after Thanksgiving  
*State Holiday*

### December

- 25 Christmas Day  
*State Holiday*

## STATEHOUSE OBSERVER

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Partnering with Agencies,  
 our State Personnel Team  
 is transforming State Government  
 to be the employer of choice.

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